Northeast Alabama Community College

Request for Employment of Adjunct Personnel

Instructions:
Please submit this completed form to the NACC President along with (if appropriate) verification from our SACSCOC Accreditation Liaison (Mr. Brad Fricks) showing that the applicant meets SACSCOC credentialing standards.

ALL POTENTIAL EMPLOYEES MUST BE APPROVED AND AUTHORIZED BY THE PRESIDENT PRIOR TO EMPLOYMENT.

Purpose of Employment:
Document the need for employing someone for this position. Provide specific details.

Proposed Salary:

Source of Funds:

- ☐ Institutional
- ☐ Federal Grant
- ☐ Other (specify)

Consultant or hourly employees:
How many work hours per week are requested? _____

If the salary is paid for consultant or hourly work, what is the hourly pay scale for this position? _____

Date Submitted: _____

Proposed Date of Employment: _____

_____ _____
Person submitting request Date

Approved:

_____ _____
Appropriate Dean Date

_____ _____
President Date

Revised 11/03/09